



G.P.PORWAL ARTS, COMMERCE AND V.V.SALIMATH SCIENCE COLLEGE, SINDGI – 586 128 (Dist: Vijayapur. Karnataka State)

Affiliated to Rani Channamma University, Belagavi

E-mail: gppprincipal@gmail.com Web: www.gppvvs.ac.in Ph: 08488-221244 Mobile: 9611032604

3.1.1. Grants received from Government and non-government agencies for research projects/ endowments in the institution during the last five years.

SI. No	Name of the Project/ Endowments Chairs	Name of the Principal Investigator/ Co-Investigator	Department of Principal Investigator	Year of Award	Amount sanctioned	Duration of the Project	Name of the Funding Agency	Type (Government/ Non- Government)
			202	2-23				
01	Front Office Executive	MITHUN RATHOD	Shri Prakash Teju Assistant Professor Department of Commerce G. P. Porwal Arts, Commerce and V. V. Salimath Science College, Sindagi	2022-23	7000/-	02 Months	Ozone Solutions N. S. Hiremath Building, Sindagi	Non- Government
02	Front Office Executive	VILAS PWAR	Shri Prakash Teju Assistant Professor Department of Commerce G. P. Porwal Arts, Commerce and V. V. Salimath Science College, Sindagi	2022-23	7000/-	02 Months	Ozone Solutions N. S. Hiremath Building, Sindagi	Non- Government
03	Field Work Of Computer Technician	PRAJWAL BADIGER	Shri Prakash Teju Assistant Professor Department of Commerce G. P. Porwal Arts, Commerce and V. V. Salimath Science College, Sindagi	2022-23	8000/-	02 Months	Ozone Solutions N. S. Hiremath Building, Sindagi	Non- Government

Coordinator IQAC
P. PORWAL ARTS, COM &
V. SALIMATH Sc. College
STMDGL-586128

G. P. Porwal Arts, Comm & V. V. Salimath Sc. College

04	Field Work Of Computer Technician	SHAILA UKALI	Shri Prakash Teju Assistant Professor Department of Commerce G. P. Porwal Arts, Commerce and V. V. Salimath Science College, Sindagi	2022-23	8000/-	02 Months	Ozone Solutions N. S. Hiremath Building, Sindagi	Non- Government
05	Field Work Of Computer Technician	NIVEDITA BIRADAR	Shri Prakash Teju Assistant Professor Department of Commerce G. P. Porwal Arts, Commerce and V. V. Salimath Science College, Sindagi	2022-23	8000/-	02 Months	Ozone Solutions N. S. Hiremath Building, Sindagi	Non- Government
06	Front Office Executive	MAIBOOB KONDAGULI	Dr S. L. Patil Assistant Professor Department of Commerce G. P. Porwal Arts, Commerce and V. V. Salimath Science College, Sindagi	2022-23	7000/-	02 Months	Ozone Solutions N. S. Hiremath Building, Sindagi	Non- Government
07	Field Work Of Computer Technician	SIDDAMMA BONAL	Dr S. L. Patil Assistant Professor Department of Commerce G. P. Porwal Arts, Commerce and V. V. Salimath Science College, Sindagi	2022-23	7000/-	02 Months	Ozone Solutions N. S. Hiremath Building, Sindagi	Non- Government
08	Front Office Executive	POOJA HOSAMANI	Dr S. L. Patil Assistant Professor Department of Commerce G. P. Porwal Arts, Commerce and V. V. Salimath Science College, Sindagi	2022-23	7000/-	02 Months	Ozone Solutions N. S. Hiremath Building, Sindagi	Non- Government
09	Front Office Executive	ASHWINI HEBBAL	Dr S. L. Patil Assistant Professor Department of Commerce G. P. Porwal Arts, Commerce and V. V. Salimath Science College, Sindagi	2022-23	7000/-	02 Months	Ozone Solutions N. S. Hiremath Building, Sindagi	Non- Government

PORWAL ARTS, COM & SALIMATH Sc. College, SINDGI-586128.

10	Front Office Executive	SWATI HEBBAL	Dr S. L. Patil Assistant Professor Department of Commerce G. P. Porwal Arts, Commerce and V. V. Salimath Science College, Sindagi	2022-23	7000/-	02 Months	Ozone Solutions N. S. Hiremath Building, Sindagi	Non- Government
11	Front Office Executive	BISMILLAHA MULLA	Dr S. L. Patil Assistant Professor Department of Commerce G. P. Porwal Arts, Commerce and V. V. Salimath Science College, Sindagi	2022-23	7000/-	02 Months	Ozone Solutions N. S. Hiremath Building, Sindagi	Non- Government

Coordinator IQAC
G. P. PORWAL ARTS, COM

V. V. SALIMATH Sc. College SINDGI-586128.

Reg No: BIJ-F276/16-17



Koushalya Karnataka: VTP0001460



OZONE SOLUTIONS®

#: N S Hiremath Building, Above Bank of Baroda, Sindagi - 586128

Cell: 9742974160, 7760953989 E-mail: ramu.s.metri@gmail.com

Ref No: OZSIN/22-23/140

To

The Principal GP Porwal Arts, Commerce, and VV Salimath Science College-Sindagi-586128.

Dear Sir,

Subject: - Regarding amount donation for Entrepreneurship *********

> With reference to the above cited subject, I undersigned, Training Provider for Various Project, and to enhance Entrepreneurship to the students. For this purpose we Ozone Solution had hand over liquid cash to the college account section. They had deposited to college account and they had transferred to the students account. Amount transaction, months and students name mentioned below.

Amount	Handover Ozone Solutio	ons To GPP Collge
SL.NO	MONTH	AMOUNT
1	May-22	80,000/-
2	Jun-22	80,000/-

	STU	DENTS DETA	ILS	
SL.NO	STUDENT NAME	AMOUNT	MONTH	CONTACT
1	Mithun Rathod	7000	May/June	7022690397
2	Vilas Pawar	7000	May/June	9108675372
3	Prajwal Badiger	8000	May/June	6363356989
4	Shaila Ukali	8000	May/June	8431107782
5	Nivedita Biradar	8000	May/June	6360779277
6	Maiboob Kondaguli	7000	May/June	8971289324
7	Siddamma Bonal	7000	May/June	8197969641
8	Pooja Hosamani	7000	May/June	9901311953
9	Ashwini Hebbal	7000	May/June	9113252141
10	Swati Hebbal	7000	May/June	9980099316
11	Bismillaha Mulla	7000	May/June	9353078081

Place: Sindagi

Date: 18/04/2022

G. P. Porwal Arts, Comm &

V. V. Salimath Sc. College

Co-ordinator IQAC

G. P. Porwal Arts, Comm & V. V. Salimath Science College, SINDGI-586128, DtVijayapur

OZONE SOLUTIONS N.S.Hiremath Building Above Bank Of Baroda Sindagi come

IN	COME AND EXPENDITE	DRE ACCOUNT FO	CIENCE COLLEGE SINDAGI DIST: VIJA R THE YEAR ENDING 31.03.2023	AMOUNT	AMOUNT
EXPENDITURE	AMOUNT	AMOUNT	INCOME	AMOUNT	AMOUNT
			By Goyt, Salary Grant		
o Salary And Allowances			By Govt. Satary series. Salary Againast Grant		4,72,17,062
Salary Againast Grant			Satary Againast Grant		
Salary Paid By The Management		24,44,410			39,27,840
The state of the s			By Fees	48,400.00	
o Repairs And Maintanance			Admition Fees	19,90,920.00	
omputer Mantamance	44,697		Tution Fees	1,72,640.00	
apair And Mantainance	55,176		Lab,Fees	74,130.00	
	LIOLOGOUP.		Gymkhana Fees	74,130.00	
o Establishemnt Expanditure			Reading Room Fees		
ank Charges	1,570		Library Fees	2,53,106.00	
leaning	47,040	1	Medical Fees	37,800.00	
nternet	2,829	1	Annual Culture Activuty	1,28,600.00	
ollege Web Site	1,65,000		Magazine Fee	70,730.00	
tationery	64.524	1	Miscullenios	1,69,920.00	
Rectricity Bill	1,15,142		Internal Test Fee	1,94,460.00	
	11,447		College Sports	1,28,600.00	
feliphone	40,860		Breakage Fees	4,000.00	
Ta	10,280		Processing Fees	4,50,340.00	
Water Bill	12,780		TWF	32,150.00	
Printing	15,000		SWF	32,150.00	
Affilation	8,000		TDF	20,050.00	
Postage			Scnuts & Guides	45,714.00	
Audit Fees	76,700		Acours & Guides	1	
Bearinger.		250111220		1	7,07,618.00
RCU University Fees		8,13,560	By Rcu Fees	2,90,400.00	7,01,020,000
RCU Exam Exp	2,43,025		Registration Fees	68.568.00	
RCU Registration &Other Fees	5,70,535		Rcu Development Fee	48,920.00	
	Parell Control		Sports Fee		
TO GYAMAKHAN FEES/SPORTS	100,000,000	1,81,833	Youth Festival Fee	48,920.00	
SADILAVAR	34,153		Bharat Scouts And Guids	49,638.00	
GYAMAKHANA	25.820		Poor Student Aid Fee	25,104.00	
SPORTS	1,21,860		Reusbs	18,586.00	
SPURIS	(455520)		Sports Development Fee-	48,920.00	
2.0020000000000000000000000000000000000		92,17,375	Career Guidance	24,620.00	
To Other Expenditure	1.750	September 1	Cdc Fee	28,008.00	
Fan Purchase	9,150		SWF	55,934.00	
Zoology Acc	42,700		# W.S.	18800000	
Labour			Other Fee		1.19,717
Chemical Purchase	34,058		Other ree		
K E A Exam	33,250		By Other Income		97,58,353
Cultural	45,770		Lab Deposit Fee	1,500	1,000,000,000
Botny Acc	7,250			24,200	
Scouts & Guides	19,500		Identy Card	51,440	
Ozon Organisation Scholorship	1,60,000		Nss	64,300	
Relief Fund	18,483		Red Crass		
Professional Tax	70,400		Study Certificate	25,720	
Income Tax	75,20,528		Teacher Flag	12,100	
FRF	3,520		Other Fee	96,800	
Gslic	35,000		Library Member Fee	11,610	
Lic	12,15,616		Prize A/C	5,000	
Relief Fund	400		Reu Exam	1,26,399	
Petro Cana	100		Id Office Advance	88,45,464	
AND THE PROPERTY OF THE PROPER	1	61,070		2.37,000	
Womens Hostel (Tekson)		61,070	Kea Joan	35,750	
2.21 (2.21)		7,04,856		1,60,000	
To Depreciation		7,04,856	Womens Hostel (Tekson)	61,070	
Movable Assets	3,30,586		Anomere Hoster (Leiceon)	0.12070	
Past Student Asst.Building	6,448		09449-4400		
Building	135		Bank Intrest		73,56
Computer Room	420		Bank lutrest		73,56
Steel Galary	28,540		M41.5V000-70		72320
Gyamkhana Building Construction	1,48,680		Misc Income		4,04
Play Ground	1,38,809				
Ladies Toilet Building	17,550		1		
College Garden	6,436				
Compound Wall	25,453				
Women Hostel Water Purifier	1,798				
Tronger trace College					
Surplus for the Year		4.96.977	7		
and from our time reme		0.00000			
TOTAL		6,18,08,188	T01	AL	6,18,08,18

SHANTAVEERESH MANUR & ASSOCIATES
FRN 022001S
SHANTAVEERESH MANUR
Prophetor
Mem. No. 239578

UNION BANK OF INDIA SINDAGI NO.1816. WARD NO III, P.O.:SINDAGI. DIST: BLJAPUR PHONE: 08488-221086

PHONE: 08488-221086

DATE: 13-01-2023

M/S PRINCIPAL G P PORNAL ARTS COMMERCE AND V V SALIMATH SCIENCE COLLEGE SINDAGI / M/S THE PRINCIPAL, SPVVSS, G P PROMAL, SCA COLLEGE G P PORNAL COLLEGE BIJAPUR ROAD
G P PORNAL COLLEGE BIJAPUR ROAD
SINDAGI-586128
KARNATARA, INDIA

STATEMEN	1 OF ACCOUNT TOTAL	ME PERIOD FROM 01-04-2022 to 13-01-		WITHDRAWALS	DEPOSITS	BALANCE
ATE P	ARTICULARS		CHQ.NO.			
					6,28,326.40	6,28,326.40Cr
		- ne variet annual T			2,37,000.00	8,65,326.40Cr
energali.	MUMBAI, SERVIC HEFT: RCU NEFT RTGS	E BRANCH, MIMMAI P094220162001443				
1-04-2022 N	TR Number					
15 to \$	Sender Account	05522200035218 CNRB0010552				
	Sender IFSC	CANARA BANK				9,45,326.40Cr
- 1	Sender Bank Sender Branch	BHUTARAMANAHATTI			80,000.00	9,45,323.74Cr
1-05-2022	BY OZONE SOLUTION	Day 100 100 100 100 100 100 100 100 100 10		7.000.00		9,38,323.74Cr
1-05-2022	Charges for PORD CL	MAGULI 000554662795 UBINJ22131360960	02099977	7,000.00		
1-05-2022	NEFTO-MAINIBOOD NOT	UBINJ22131560960				
	Beneficery Acct	89128643390 KVGB0003409				
	Beneficiary 1850	KARNATAKA VIKAS GRAMEENA HANK				9,38,321.08Cr
	Beneficiary Branch			2.56		9,30,321.08Cr
1-05-2022	Charges for PORD C	GOLGERI ustomer Payment: UBINJ22131597835	02099976	8,000.00		
1-05-2022		IRADAR 000554674566 UBINJ22131597835				
	Beneficary Acct	89047071545				
	Beneficiary IFSC	KVGB0003416 KARNATAKA VIKAS GRAMEENA BANK				
	Beneficiary Bank Beneficiary Branch			2.66		9,30,318.42Cr 9,22,318.42Cr
11-05-2022	Charges for PORD C	TANGANCHI Customer Payment:UBINJ22131604294	02099975	8,000.00		
11-05-2022	NEFTO-SHALLA B ON	UBINJ22131604294				
Acoustic Michigan	OLK Williams					
	Beneficiary Acct Beneficiary IFSC Beneficiary Bank Beneficiary Branc	KVGB0003411 KARNATAKA VIKAS GRAMMENA BANK				2500
	Beneficiary Bank	MARNATARA VIRUS GIVELLA		2.66		9,22,315.76Cr 9,15,315.76Cr
11-05-2022	Charges for PORD	n JALWAD Customer Payment: UBINJ22131607874	02099978	7,000.00		9,15,315,7001
11-05-2022	MEE-IO-STREAMEN	BONAL 000554675723 UBINJ22131607874	WHITE STATE OF THE			
	UTR Number Beneficary Acct	89078092934				
	Beneficiary IFSC	KVGB0003409				
	Beneficiary Bank	KARRIARI VIIOG GITTE		2.66		9,15,313,10Cr
		n GOLGERA				9,08,313.10Cr
	Beneficialy Diana	Customer Payment: UBINJ22131010325	00000073	7,000,00		2,00,000
11-05-202	Charges for PORD	THOD 000554684000	02099972	7,000.00		2,0073331
11-05-202	Charges for PORD NEFTO-MITHUN P RA UTR Number	THOD 000554684000	02099972		9,45,326.40	
11-05-202	2 NEFTO-MITHUN P RA UTR Number	THOD 000554684000	02099972	7,000.00	9,45,326.40	9,08,313.10Cr
Cumulat	2 Charges for Ford URF North-MITHUM P RA UTR Number ive Totals:	THOD 000554684000	02099972		9,45,326.40	
Cumulat 57550, po	VENTO-THEN P PA UTR Number Live Totals: wappervl, SK667113	THOD 000554684000 UBINJ22131610529		37,013.30		9,08,313.10Cr
Cumulat 57550, po	VENTO-THEN P PA UTR Number Live Totals: wappervl, SK667113	THOD 000554684000 UBINJ22131610529		37,013.30		9,08,313.10Cr
Cumulat 57550, po	Charges for rough WEFFO-HITKUN P RA UTR Number Live Totals: Weappsrv1,5K667113	THOD 000534684000 UBINJ22131610529		37,013.30	DEPOSITS	9,08,313.10Cr
Cumulat 57550, po	VENTO-THEN P PA UTR Number Live Totals: wappervl, SK667113	THOD 000554684000 UBINJ22131610529	BANK OF INDIA 01-2023 A/O	37,013.30		9,08,313.10Cr
Cumulat 57550,po	Charges for rough WEFFO-HITKUN P RA UTR Number Live Totals: Weappsrv1,5K667113	THOD 000554684000 UBINJ22131610529	BANK OF INDIA 01-2023 A/O	37,013.30	DEPOSITS	9,08,313.10Cr
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Cumulat 57550,po	WEFFO-MITTUN P RA UTR Number Live Totals: wappsrv1, SK667113 MENT OF ACCOUNT FO PARTICULARS	WEINJ22131610529 UBINJ22131610529 UNION R THE PERIOD FROM 01-04-2022 to 13-	BANK OF INDIA 01-2023 A/C CHO.NO.	37,013.30 : 575502010005525 #ITHDRAWALS	DEPOSITS	9,08,313.10Cr PAGE: BALANCE 9.08,310.44C
Cumulat 57550,po	Wespo-Author P RA UTR Number Live Totals: Weappervl, Sk667113 MENT OF ACCOUNT FO PARTICULARS Beneficiary FSS Beneficiary Ban Beneficiary Ban Beneficiary Bra	#MDD 000534684000 UBINJ22131610529 R THE PERIOD FRCM 01-04-2022 to 13- 89078914275 KVG80003423 KKVG80003423 KKARNATARA VIKAS GRAMEENA BANK KARNATARA VIKAS GRAMEENA BANK	BANK OF INDIA 01-2023 A/C CHO.NO.	37,013.30 :: 575502010005525 WITHDRAWALS	DEPOSITS	9,08,313.10Cr
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Cumulat 57550,po	Wappervi, SK667113 Wappsrvi, SK667113 Wappsrvi, SK667113 WAPPSrvi, SK667113 MENT OF ACCOUNT FO PARTICULARS Beneficiary Acce. Beneficiary Bank	UBINJ22131610529 R THE PERIOD FROM 01-04-2022 to 13- 89978914275 KVUSB0003423 KARNINTAKA VIKAS GRAMEENA BANK KCH YALGOD OLSTOMEr Payment: UBINJ22131615840 UBBAL 000554676928 UBINJ22131615840	BANK OF INDIA 01-2023 A/C CHO.NO.	37,013.30 :: 575502010005525 WITHDRAWALS	DEPOSITS	9,08,313.10Cr PAGE: BALANCE 9.08,310.44C
Cumulat 57550,po	WESTO-LITTUM P RA UTR Number Live Totals: Westo-Live Totals: Westo-Live Totals: Westo-Live Totals: Westo-Live Totals: Westo-Live Totals: Beneficiary Acct. Beneficiary Brat 20 Cheb-Live Brat 21 Nesto-Live Totals: Westo-Live	######################################	BANK OF INDIA 01-2023 A/C CHO.NO.	37,013.30 :: 575502010005525 WITHDRAWALS	DEPOSITS	9,08,313.10Cr PAGE: BALANCE 9.08,310.44C
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11-05-2022 Cumulat 57550,po STATE DATE 11-05-20 11-05-20	WENTO-NITHUN P RA UTR Number Live Totals: Weapps:v1, Sk667113 WENT OF ACCOUNT FO PARTICULARS Beneficiary Para Beneficiary Bra 22 Charges for PoRT UTR Number Beneficiary Acct Beneficiary Acct Beneficiary Acct Beneficiary Acct Beneficiary Acct Beneficiary FSS Seneficiary Acct Beneficiary FSS Seneficiary FSS Seneficiary FSS Seneficiary FSS Seneficiary Ban	######################################	RANK OF INDIA 01-2023 A/C CHQ.NO.	37,013.30 : 575502010005525 WITHDRAWALS 2.66 7,000.00	DEPOSITS	9,08,313.10Cr PAGE: BALANCE 9,08,310.44C 9,01,310.44C
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11-05-2022 Cumulat 57550,po STATE DATE 11-05-20 11-05-20	Wappervi, Sk667113 Wappsrvi, Sk667113 Wappsrvi, Sk667113 Wappsrvi, Sk667113 Wappsrvi, Sk667113 Wappsrvi, Sk667113 Wappsrvi, Sk667113 Beneficary Acct Beneficiary Hard Beneficiary Bard Beneficiary Bard Beneficiary Bard Beneficiary Beneficiary Bard Beneficiary Sk667113 WHTN Number Beneficiary Acct Beneficiary Acct Beneficiary Bard Beneficiary	### O00534684000 UBINJ22131610529 R THE PERIOD FRCM 01-04-2022 to 13- ### B9078914275 KVGB0003423 KVGB0003423 COLKORDE PAYMENT: UBINJ22131615840 UBINJ2131615840 B9061436932 KVGB0003415 KKVGB0003415 KKVGB0003415 KKVGB0003415 KKVGB0003415 KKVGB0003415 KKVGB0003415 KKVGB0003415 KKVGB0003415 KKVGB0003415 KKVGB006817992 UBINJ22131619462 B9103125911	RANK OF INDIA 01-2023 A/C CHQ.NO.	37,013.30 : 575502010005525 WITHDRAWALS 2.66 7,000.00	DEPOSITS	9,08,313.10Cr PAGE: BALANCE 9,08,310.44C 9,01,310.44C
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11-05-2022 Cumulat 57550,po STATE DATE 11-05-20 11-05-20 11-05-20	Wappsv1, Sk667113 Beneficiary Fars Beneficiary Ears Beneficiary Branch Beneficiary Branch Beneficiary Branch Beneficiary Branch Beneficiary Branch Beneficiary Shown Beneficiary Shown Beneficiary Shown Beneficiary Shown Beneficiary Branch	### O00534684000 UBINJ22131610529 R THE PERIOD FROM 01-04-2022 to 13- ### PERIOD FR	BANK OF INDIA 01-2023 A/C CHQ.NO. 02099980	37,013.30 : 575502010005525 WITHDRAWALS 2.66 7,000.00	DEPOSITS	9,08,313.10Cr PAGE: BALANCE 9,08,310.44C 9,01,310.44C 9,01,307.78C 8,94,307.78C
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				10,06,367.14Cr
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Beneficiary IFSC KVGB0003409 Beneficiary IFSC KVGB0003409 KVGBVDTAKA VIKAS GRAMEENA BANK		2.55		9,99,243.82Cr 9,92,243.82Cr
Beneficiary Branch GOLGERI	02145489	7,000.00		3,34,413,44
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7553, powappsrv1, SK667113 PAGE UNION BANK OF INDIA STATEMENT OF ACCOUNT FOR THE FERIOD FROM 01-04-2022 to 13-01-2023 A/C: 575502010005525 TE PARTICULARS CHQ.NO. WITHDRAWALS DEPOSITS BALANCE O7-2022 NEFT:NSDL DATABASE MANAGEMENT LIMITED N AXISP00305 UTR Number AXISP00305392911 Sender Account 921020018592074 Sender IFSC UTIB0000060 Sender Bank AXIS BANK LTD O7-2022 NEFT:NSDL DATABASE MANAGEMENT LIMITED N AXISP00305 UTR Number AXISP0030530572068 1,45,170.00 12,25,749.88
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G.P.PORWAL ARTS COMMERCE AND V V SALIMATH SCIENCE COLLEGE SINDGI-586128

Dist:Vijayapur

Karnataka State

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE

This is to certify that Kumar/Kumari Prajwal Badiger, Shaila Ukkali, Nivedita Biradar, Siddamma Bonal satisfactorily completed the project work on FIELD WORK OF COMPUTER TECHNICIAN under my supervision at our college Laboratory during the academic year 2021-22.

Dept. of Computer Science, G. P. Porwat. Arts, Commerce, 8 V. V. Salimath Science Janege, SINDAGI - 586128.

PRINCIPAL

Principal, G. P. Porwal Arts, Comm. & V. V. Salimath Sc. College, SINDGI-586128. College Code: 5234

Place: Sinolgi

Date

PROJECT ON

FIELD WORK OF COMPUTER TECHNICIAN

By:

Prajwal Badiger, Shaila Ukkali, Nivedita Biradar, Siddamma Bonal

Introduction

<u>Field Technician</u>: Also called 'Service Technician', the Field Technician provides after sale support services to customers, typically, at their premises.

Brief Job Description: The individual at work is responsible for attending to customer complaints, installing newly purchased products, troubleshooting system problems and, configuring peripherals such as printers, scanners and network devices.

Personal Attributes: The job requires the individual to have: ability to build interpersonal relationships and critical thinking. The individual must be willing to travel to client premises in order to attend to calls at different locations

G P PORWAL ARTS COMMERCE AND V V SALIMATH SCIENCE COLLEGE

PROJECT ON [FIELD WORK OF COMPUTER TECHNICIAN]

SL.NO	NAME OF THE STUDENT	DOB	SEX	CASTE	FATHER NAME	MOTHER NAME	AADHAAR NUMBER	STUDENT NUMBER
1	Prajwal Badiger	7/16/2002	М	2A	Shreeshail	Nirmala	7973 2986 0106	6363356989
2	Shaila Ukkali	7/3/2002	F	SC	Basappa	Tippavva	5960 6739 5214	8431107782
3	Nivedita Biradar	7/16/2001	F	2A	Basavaraj	Bhuvaneshwari	9349 2178 1113	6360779277
4	Siddamma Bonal	7/10/2002	F	2A	Ninganagouda	Shobha	5648 5340 0909	



Scope of Project:-

☐ Interact with the customer prior to visit
☐ Understand customer's requirements on visit or prior to visit
☐ Suggest possible solutions
☐ Complete the documentation
☐ Achieve productivity and quality as per company's norms
☐ Understand the installation requirement and install the hardware
☐ Configure and install the peripherals
☐ Check system functionality
☐ Set up the software
☐ Complete the installation task and report
☐ Interact with customer
☐ Interact with superior
☐ Achieve productivity and quality as per company's norms
Receive and understand the customer complaint registered at customer care
☐ Identify system problems on firld visit
☐ Replace faulty module after diagnosis
☐ Interact with customer
☐ Report to Superior
Coordinate with colleagues

Syllabus

UNIT1

Fundamentals of Computers: Introduction to Computers - Computer Definition, Characteristics of Computers, Evolution and Generations of Computers, Basic Organisation of a Digital Computer, Functions & Components of a Computer, Central Processing Unit, Microprocessor, Storage units, Input and output Devices. How CPU and memory works. Classification of Digital Computer Systems: Microcomputers, Mainformputers, Mainframes, Super computers

UNIT2

Computer Languages - Machine Level, Assembly Level & High Level Languages, Translator Programs - Assembler, Interpreter and Compiler; Planning a Computer Program, communicating with colleagues and seniors in order to achieve smooth work flow

UNIT3

Operating System Fundamentals: Operating Systems: Introduction, Functions of an operating System, Classification of Operating Systems, System programs, Application programs, Utilities, The Unix Operating System

UNIT4

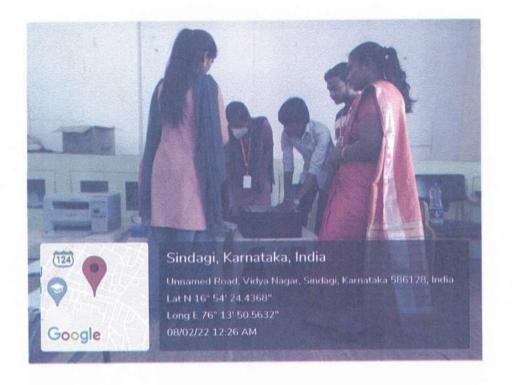
Introduction to Database Management Systems: Database, DBMS, Why Database - File system vs DBMS, Database applications, Database users, Introduction to SQL, Classification of SQL-DDL, DML, DCLInternet Basics: Introduction, Features of Internet, Internet application, Services of Internet, Logical and physical addresses, Internet Service Providers, Domain Name System. Web Basics: Introduction to web, web browsers, http/https, URL

UNIT5

installing the system, configuring the and setting up to make it ready to work on, diagnosing the problem and troubleshooting problems in the hardware

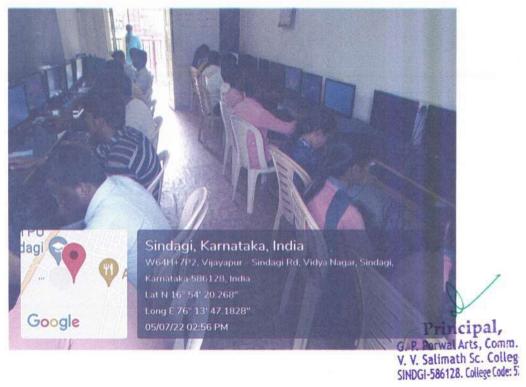
Assessment Weightage

Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks
Evaluate the customer requirements and computer issues	10	10	10	10	40
Install the desktop computer and its peripherals	10	10	10	10	40
Carry out repair and maintenance of a desktop computer and its peripherals and .Work effectively at the workplace	10	10	10	10	40
Apply health and safety practices at the workplace	10	10	10	10	40
nployability and Communication Skills	10	10	10	10	40
	50	50	50	50	200











G.P.PORWAL ARTS COMMERCE AND V V SALIMATH SCIENCE COLLEGE SINDGI-586128

Dist:Vijayapur

Karnataka State

DEPARTMENT OF COMPUTER SCIENCE

This is to certify that Kumar/Kumari Mithun Rathod, Vilas Pawar, Mahiboob, Pooja Hosamani, Ashwini Hebbal, Swati Hebbal, Bismilla Mulla satisfactorily completed the project work on FRONT OFFICE EXECUTIVE under my supervision at our college during the academic year 2021-22.

Dept. of Computer Science. G. P. Porwal. Arts, Commerce, & V. V. Salimath Science College. SINDAGI - 586128.

Place: Sindgi

Date

G. P. Porwal Arts, Comm. &

V. V. Salimath Sc. College, SINDGI-586128. College Code: 5234

PROJECT ON FRONT OFFICE EXECUTIVE

By:

Mithun Rathod, Vilas Pawar, Maihiboob, Pooja Hosamani, Ashwini Hebbal, Swati Hebbal, Bismillah Mulla

	GP	PORWAL AF	RTS	COMIV	IERCE AND \	/ V SALIMATI	H SCIENCE COLL	EGE
		P	ROJE	CTON	I FRONT O	FFICE EXECU	TIVE]	
SL.NO	NAME OF THE STUDENT	DOB	SEX	CASTE	FATHER NAME	MOTHER NAME	AADHAAR NUMBER	STUDENT NUMBER
1	Mithun Rathod	6/1/2002	M	SC	Prabhu	Bheemabai	3464 9611 1807	7022690397
2	Vilas Pawar	6/15/2002	М	SC	Dhanasingh	Sunanda	3935 2366 2757	9108675372
3	Maihiboob Kondaguli	7/8/2002	М	2B	Makabul	Shamashayad	2150 7558 2654	8971289324
4	Pooja Hosamani	7/2/2001	F	SC	Mapanna	Devakki	2168 4025 9753	9686010917
5	Ashwini Hebbal	7/15/2001	F	2A	Shivappa	Shridevi	6632 7530 0353	9113252141
6	Swati Hebbal	6/22/2001	F	2A	Shivanand	Renukabai	2615 1440 1436	9980099316
7	Bismilla Mulla	7/2/2002	F	2B	Ismail	Noorjahan	4724 9565 6344	9632971138

Description of the Research

Brief Job Description

The individual at work supervises the reception of the guests, monitors reservations and room allocation, and performs cashiering activities. The person also ensures a smooth stay for the guests and mentors the front office staff.

Personal Attributes

The job requires the individual to be polite, well-groomed, committed, service-oriented, and to have pleasant demeanor, and attention to detail. It also requires physical fitness and ability to work in standing position for long hours

Syllabus

UNIT1

This unit is about supervising the guest's check-in and check-out process to ensure guest satisfaction. It includes overseeing activities like guest registration during check-in, arrangement of guest requirements, and ensuring a comfortable guest stay at the hotel.

UNIT2

This unit is about handling and resolving guest complaints, and mentoring the front office staff to improve guest satisfaction.

UNIT3

This unit is about handling payment of guests during check-in. It also includes preparation of invoice, handling bills received from the other departments, and closing the guest account on check out.

UNIT4

This unit is about communicating effectively, maintaining standards of etiquette at workplace, andengaging with guests to provide specific services and ensuring that confidentiality of the organisational information and the privacy of the guests is maintained at all times.

UNIT5

This OS unit is about ensuring a hazard free working environment along with maintaining health and hygiene and adoption of sustainable practices at workplace.

Assessment Weightage

Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks
Supervise guest check-in and check-out process	10	10	10	10	40
Handle guest complaints and guide front office staff	10	10	10	10	40
Perform cashiering activities	10	10	10	10	40
Ensure effective communication and service standards at Monitor and maintain health, hygiene and safety at workplace	10	10	10	10	40
Computer activities on word, Excel, PPT,Access etc	10	10	10	10	40
	50	50	50	50	200

Job Summary:

- · Provides administrative support to a department or office location.
- Provides support for reception and guest services, mail services, phone, meeting rooms and location services.

Essential Job Duties & Responsibilities:

- · Receives and directs incoming calls to appropriate personnel and voicemail.
- Greets and announces clients, applicants and visitors. Follows security procedures for recording guests, suppliers and other visitors. Arranges escorts as needed. Issues visitor passes and validates parking.
- Assists with scheduling and preparing meeting and conference rooms. Coordinates setup
 of conference/meetings rooms. Arranges for and reserves projectors and other meeting
 equipment, ensuring equipment is in good operating condition. Arranges video and/or
 web conferencing as needed.
- Coordinates catering for meeting and events. May negotiate pricing and menus. Secures
 approvals for catering expenses and reviews invoices to arrange billing to appropriate
 department or business unit.
- Performs general clerical duties associated with distributing office faxes, packages and mail as required. Uses tracking systems to record inbound and outbound courier, freight and mail. Meters mail. Arranges messenger service as needed. Follows location security procedures for screening inbound deliveries.
- Orders office supplies and other common use items for the location, such as caf supplies, equipment toner, printer paper, freight and shipping supplies etc.
- Maintains neat appearance reception area, conference rooms caf and other common areas.
 Requests building and housekeeping services as needed. Periodically inspects common area equipment to ensure good operating condition. Arranges equipment service as needed.
- · Maintains records and logs of service requests and tracks their status.
- Maintains a file of services including transportation sources, accommodations, and referral contacts. May arrange convenience/hospitality services for guests such as transportation, tickets, reservations, etc.
- Decisions made with general understanding of procedures and company policies to achieve set results and deadlines.

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.		
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.		
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry		
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation		
Performance Criteria	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.		
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do		
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.		
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.		
Knowledge and Understanding (KU) are statements which to specify the technical, generic, professional and organisation specific knowledge that an individual needs in order to perform the required standard			

G. P. Porwal Arts, Comm. o. V. V. Satimath Sc. College, SADG-586128. College Code: 5234

